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## State of Indiana Jobs — Workforce Development Specialist — Indianapolis, IN, USA

### Description

Work in employment & workforce services often involves responsibilities associated with a Workforce Development Specialist, an option for anyone researching State of Indiana in Indianapolis, IN, USA. On a normal day, this means coordinating job training referrals and maintaining employer and participant records while keeping records easy to follow. People with experience in workforce programs and career services can apply those strengths to this career area.

### Responsibilities

- Coordinate job training referrals.
- Maintain employer and participant records.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

### Qualifications

- Practical familiarity with workforce programs and career services.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

### Experience

A background in workforce programs, academic projects, or related service work provides useful preparation for workforce development specialist responsibilities.

### Skills

workforce programs, career services, reporting, communication, organization, accuracy

### Career Information

Explore the State of Indiana official website for organization and career information.

**Hiring organization**
State of Indiana

**Employment Type**

**Industry**
Employment & Workforce Services

**Job Location**
Indianapolis, IN, United States

**Date posted**
November 16, 2026

**Valid through**
2026-11-23